

DEPARTMENT OF SOCIAL SERVICES  
744 P Street, Sacramento, CA 95814  
916/445-7046



August 17, 1978

ALL-COUNTY LETTER NO. 78-34

ALL COUNTY WELFARE DIRECTORS  
ALL WELFARE FISCAL SUPERVISORS  
ALL COUNTY AUDITORS  
ALL ADMINISTRATIVE SERVICES OFFICERS  
ALL DISTRICT ATTORNEYS

SUBJECT: COUNTY WELFARE DEPARTMENT ADMINISTRATIVE EXPENSE CLAIM

REFERENCE:

This is to provide additional claiming instructions for the July-September 1978 quarter. Included are changes in maximum payments for Homemaker/Chore cases and Restaurant Meal Allowances, clarifying instructions relative to funding/claiming for welfare IV-D Child Support activities and Staff Development claiming.

Homemaker/Chore Maximum Monthly Payments

Effective July 1, 1978, the maximum payments allowable per Homemaker/Chore case are \$431 for non-severely impaired and \$621 for severely impaired individuals. Due to time constraints, this change was not included in the recently revised administrative expense claiming forms for the July-September 1978 quarter. Therefore, counties should disregard the maximum amounts listed on those forms.

Restaurant Meal Allowances

All-County Letter 78-26 dated July 14, 1978 notified counties that effective July 1, 1978 the maximum Restaurant Meal Allowance for Homemaker/Chore cases was increased to \$36 per month for each individual. This increase was necessary in order to reflect the cost-of-living increase in SSP benefits scheduled to take effect as of that same date.

Due to passage of Proposition 13, the cost-of-living increases for SSP recipients were limited to the period July through August 1978. Therefore, effective September 1, 1978, the maximum Restaurant Meal Allowance will revert to the 1977/78 Fiscal Year level of \$33 per month for each individual.

IV-D Child Support Funding

Recent contacts with the counties have indicated a need to clarify the effect of the July 1, 1978 claiming changes on funding for IV-D Child Support activities.

County welfare departments are to continue to bill welfare IV-D Child Support costs to the District Attorney. Include with the billing copies of the following administrative expense claiming forms:

1. DFA 323 Eligibility and Nonservices Time Study Summary
2. DFA 327.2 Eligibility and Nonservice Program Distribution
3. DFA 327.8 Expenditures Fund Distribution Report

These forms provide the information needed by the District Attorney to meet his specific claiming and reporting requirements including such items as costs of personal services, EDP costs and number of welfare staff engaged in Child Support activities.

#### Staff Development

All-County Information Notice I-63-78 dated July 20, 1978 requested that counties accumulate certain information relative to Staff Development activities for use in computing adjustments to the county welfare administrative expense claims. The information was to be retained by the county until further notice from the State Department of Social Services as to its disposition.

Counties are to submit the information requested in All-County Information Notice I-63-78 with their regular July-September 1978 quarterly administrative expense claim.

If adjustments are necessary, the Claims Audit and Control Section, Department of Social Services, will compute the adjustments for application to the county's July-September 1978 administrative expense claim. The counties will receive a copy of the adjustment with their audited quarterly claim.

County funding will not be affected by these adjustments.

All questions concerning this letter should be directed to the County Fiscal Administration Bureau, Department of Social Services, at 916/445-7046.

Sincerely,

  
R. E. REICH  
Deputy Director

cc: CWDA